



Job Announcement

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Opening Date:	March 6, 2009	Closing Date:	March 20, 2009
Job Title:	Criminal Assistant	Position Type:	Regular Full Time
PIN:	059778	FLSA Status:	Non-Exempt
Location:	Circuit Court for Worcester County Snow Hill, Maryland	Grade/ Entry Salary Range:	J06 \$28,703 - \$34,010 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Prepares criminal case files by verifying indictment information, typing initial docket entry, and establishing case file folder for the documents. Using a computer keyboard, maintains criminal case dockets by entering information as it is received, including bail and forfeiture information. Pulls and updates criminal cases for court the next day. Prints docket entries and places in file for Judge. Processes motions, summonses, subpoenas and writs as needed. Updates docket using the UCS system. Assists the public and attorneys by providing information about the status of cases or Clerk's office procedures, both at the counter and by telephone.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to receive the public in a courteous and helpful manner. Ability to work efficiently within considerable time constraints and demonstrate correct application of job-related terminology. Strong organizational skills and the ability to correctly apply job-related procedures and forms. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential duties of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for materials sent to any other address.

Circuit Court for Worcester County
1 West Market Street., PO Box 40
Snow Hill, MD 21863
ATTN: Stephen Hales

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.